

EMPLOYMENT TIMES

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

Sunday December 19, 2010

It takes just a quick glance, maybe three seconds, for someone to evaluate you when you meet for the first time. In this short time, the other person forms an opinion about you based on your appearance, your body language, your demeanor your mannerisms, and how you are dressed.

With every new encounter, you are evaluated and yet another person's impression of you is formed. These first impression can be nearly impossible to reverse or undo, making those first encounters extremely important, for they set the tone for all the relationships that follows.

So, whether they are in your career or social life, it's important to know how to create a good first impression. This article provides some useful tips to help you do this.

Be on Time

The person you are meeting for the first time is not interested in your "good excuse" for running late. Plan to arrive a few minutes early. And allow flexibility for possible delays in traffic or taking a wrong turn. Arriving early is much better than arriving late, hands down, and is the

Making a great first impression!

first step in creating a great first impression.

Present Yourself Appropriately

Of course physical appearance matters. The person you are meeting for the first time does not know you and your appearance is usually the first clue he or she has to go on.

But it certainly does not mean you need to look like a model to create a strong and positive first impression. (Unless you are interviewing with your local model agency, of course!)

No. The key to a good impression is to present yourself appropriately.

They say a picture is worth a thousand words, and so the "picture" you first present says much about you to the person you are meeting. Is your appearance saying the right things to help create the right first impression?

Start with the way you dress. What is the appropriate dress for the meeting or occasion? In a business setting, what is the appropriate business attire? Suit, blazer, casual? And ask

yourself what the person you'll be meeting is likely to wear - if your contact is in advertising or the music industry, a pinstripe business suit may not strike the right note!

For business and social meetings, appropriate dress also varies between countries and cultures, so it's something that you should pay particular attention to when in an unfamiliar setting or country. Make sure you know the traditions and norms.

And what about your personal grooming? Clean and tidy appearance is appropriate for most business and social occasions. A good haircut or shave. Clean and tidy clothes. Neat and tidy make up. Make sure your grooming is appropriate and helps make you feel "the part".

Appropriate dressing and grooming help make a good first impression and also help you feel "the part", and so feel more calm and confident. Add all of this up and you are well on your way to creating a good first impression.

A Word about Individuality

The good news is you can usually create a good impression without total conformity or losing your individuality. Yes, to make a good first impression you do need to "fit in" to some degree. But it all goes back to being appropriate for the situation. If in a business setting, wear appropriate business attire. If at a formal evening social event, wear appropriate evening attire. And express your individuality appropriately within that context.

A Winning Smile!

"Smile and the world smiles too."* So there's nothing like a smile to create a good first impression. A warm and confident smile will put both you and the other person at ease. So smiling is a winner when it comes to great first impressions. But don't go overboard with this - people who take this too far can seem insincere and smarmy, or can be seen to be "light-weights". - mindtools.com



HR Manager. Procurement & Logistic Executive.

Population Services Lanka is a dynamic reproductive health organization working in Sri Lanka for more than two decades. We are a marketing focused, results oriented social enterprise that delivers efficient, effective and high quality reproductive health services throughout the country.

We are seeking talented individuals with excellent leadership skills and significant experience in human resource management, procurement and logistics.

Human Resource Manager; is responsible to Plan, direct, and coordinate human resource management activities of the organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

Procurement and Logistic Executive; is responsible to ensure and implement the overall provision of good quality procurement and logistic systems across all departments and units of PSL.

These positions attract a competitive salary and benefits package, and are a tremendous opportunity for self development.

Based in Colombo with some travel, we are offering you the opportunity to take your career to the next level, whilst putting your skills to use assisting us to achieve our Mission of 'Children by Choice, not Chance'.

Closing Date: 26th December 2010.

To apply refer to:

**Finance and Operations Director,
Population Services Lanka,
No.155 Kirula Road, Narahenpita, Colombo 5.
Email: poplanka@slt.net.lk**

VACANCIES

Since 2003, we have specialized in introducing quality products to the local Nutraceutical market, adhering to international standards & procedures.

We seek the following individuals to join our team as;

Trainee Brand Executives (Female)

- Honest, outgoing person with pleasing personality
- Ability to work in the field and handle promotional activities
- G.C.E.A/L's (Part qualification in CIM will be advantageous), good in communication skills
- Age - ideally below 25 years

Sales Executives - Down South

- Previous experience in Sales will be an added advantage
- Riding licence

Trainee Delivery cum Collection Clerks

- Honest, active person
- Age - below 25 years
- Riding licence

Please apply within 07 days of advertisement, along with details of 2 non related referees, stating post applied for on top left corner of envelope to;

Chief Executive Director,
BMEC Lifestyle (Pvt) Ltd
219/1, Kadawatha Road, Nedimala, Dehiwala.

QUALIFIED Speech Therapist needed to work under the supervision of a Speech Language Pathologist for immediate employment at Gampaha Medical Faculty.

033 - 2226015, 077- 8478701

JMS INTERNATIONAL
MONTESSORI HOUSE OF CHILDREN
(Affiliated to Maria Montessori Training Centre SBC COL. 07)

IMMEDIATE EMPLOYMENTS

- Qualified AMI Montessori Teachers
- Qualified Elocution Teacher
- Female Secretary/Clerk

Mail your CV with a Telephone Number and two non-related referees to:

**THE DIRECTRESS,
JMS INTERNATIONAL MONTESSORI
No. 350, Negombo Road, Tudella, Ja-Ela.
Tel: 0714610066**

VACANCY

Leading Export Company situated in Negombo has the following vacancy for immediate recruitment;

ASSISTANT ENGINEER
(Refrigeration & Air conditioning)

- A vacancy exists for a person with a drive for excellence and the required qualifications/experience are given below.
- B.Sc / HNDE / NDT / NDES qualification in Electrical / Electronic engineering with at least 3 to 4 years experience in Industrial Refrigeration and Air Conditioning.
- Selected candidate should demonstrate strong leadership qualities.

Salary negotiable and attractive.

Please apply within 10 days with contact number;

Manager Administration
TROPIC FROZEN FOODS (PVT) LTD.
16/1, Tammita Road, Negombo.
Tel : 0312 222 959, 0312 237 100
E-mail : hr@tropicfish.lk

DECISIONS MAKERS TO LEAD FROM THE FRONT

Laugfs Holdings, the local multinational, epitomises the fortitude of innovation. With its global vision and distinctively Sri Lankan spirit, this well established entity consist of 15 successful subsidiary companies under its trademark of excellence.

Having competed with international giants, the Group has set a distinctive benchmark in the industry, maintaining a record of exceptional entrepreneurship. Now it looks for dynamic individuals who can make decisions and operate, challenging the norms and to lead with innovation.

GENERAL MANAGER (DESIGNATE) – OPERATIONS AND CORPORATE CO-ORDINATION

The invitation is for two exceptional individuals who would make decisions, engaged with the diversified business operations of the Group under the shadow of the Group Chairman, working alongside at the Chairman's desk at the corporate office.

The broader functions of the individuals we are looking for will be the analysis of performance of individual SBUs, preparation and submission of management information for decision making by Chairman's office. They will visit SBUs, conduct and preside meetings on behalf of Chairman's office and also communicate and coordinate of the business activities of SBUs with Chairman's office and all other relevant external institutions.

The ideal candidate would be professionally qualified individual in the sphere of accounting and finance, preferably with an MBA possessing at least 10 years experience at least half of which should be at senior managerial level. He also must be highly computer literate and must have excellent communication and interpersonal skills.

Attractive remuneration package inclusive of other amenities await the selected candidate. The selection process will be based strictly on ability and merit.

Send your CV to info@laugfs.lk within 7 days of this advertisement. All applications will be handled with complete discretion.

LAUGFS
POWER OF LANKA

www.laugfs.lk

Consultant for ITIL Services

We are searching for a dynamic individual with an excellent attitude and an ability to take challenging tasks and responsibilities as the "Consultant for ITIL Services" at Eurocenter.

The Company

Eurocenter DDC is a software engineering organization specialized in Infrastructure Management and Software Services, catering to the European market place. We are a Microsoft Gold Certified Partner and we have been endorsed with the ISO 9001:2008 and CMMi certification. Eurocenter works in corporate partnership with 99X, an IT Infrastructure Management company located in Oslo, Norway.

99X provides IT Services, Operations and Infrastructure services to clients in Europe by making use of ITIL process standards and IT Service Management software (LiveTime) and is in the process of expanding operations in Sri Lanka, to better serve customers.

The Role

As the Consultant you will be responsible to configure, implement and consult IT Service Management software (LiveTime Service Manager) using ITIL processes for clients in Norway and Sweden. During the initial training period, the candidate is expected to work in Norway to learn LiveTime and procedures. He / she will be physically working at the Eurocenter office in Colombo, Sri Lanka.

Consultant Duties:

- Managing LiveTime change requests such as configuration changes, user support and handling errors.
- Analyzing technical issues, evaluating alternatives, and making recommendations based on findings.
- Assessing and prioritizing multiple tasks.
- Report on load in team and other KPIs.
- Escalate to 2nd or 3rd level support when necessary.
- Maintain LiveTime data for 99X.

Qualification Requirements:

- Experience in IT service management such as IT Service Desk, Incident and Problem Management.
- Experience in IT service management process standards (ITIL preferred).

Optional Requirements:

- ITIL Certification version 3.
- Experience in IT Service Management software such as LiveTime, IBM Tivoli Service Request Manager, HP service management.

The selected candidate will be provided with a competitive remuneration package with is in par with the industry. Email your resume with two non-related referees, stating "Consultant for ITIL Services" in the subject line within 10 days of this advertisement to careers@eurocenter.lk.

EUROCENTER DDC
SOFTWARE ENGINEERING COMPANY
www.eurocenterddc.com

Microsoft
GOLD CERTIFIED
Partner